



## SUBDIVISION APPLICATION

CASE NUMBER \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

FEE PAID \_\_\_\_\_

City of Edina Planning Department \* [www.cityofedina.com](http://www.cityofedina.com)  
4801 West Fiftieth Street \* Edina, MN 55424 \* (952) 826-0369 \* fax (952) 826-0389

FEE: \$700.00 plus \$50/LOT

PROPOSED NAME OF PLAT: \_\_\_\_\_

**APPLICANT:**

NAME: \_\_\_\_\_ (Signature required on back page)

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPERTY OWNER:**

NAME: \_\_\_\_\_ (Signature required on back page)

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (written and electronic form):  
\_\_\_\_\_

PROPERTY ADDRESS:  
\_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_ P.I.D.# \_\_\_\_\_

EXPLANATION OF REQUEST:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use reverse side or additional pages if necessary)

ARCHITECT: NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SURVEYOR: NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Application Requirements:** Unless waived by the Planning Department, you must complete all of the following items with this application. An incomplete application will not be accepted.

Please see the definitions section for descriptions of the terms for measurements that need to be submitted, such as mean and median. If you have any questions about these terms or any of the requirements listed here please contact the planning department.

- \_\_\_ Application fee (not refundable). Make check payable to "City of Edina."
- \_\_\_ Property owner's names, addresses and telephone numbers of residential lots (R-1) within 500 feet in all directions from the Property (as described by "Neighborhood" in the definitions section)
- \_\_\_ **Three (3) full size, scaled drawings, one (1) electronic copy, thirty (30) 11 x 17 drawings** of the following drawings or plans. Additional copies will be required after Commission review if changes are made to the plat prior to the hearing before City Council.
  - \_\_\_ preliminary plat with proposed lot dimensions, acreages, easements, building pads, and driveways.
  - \_\_\_ tree plan: the number and location of over-story trees then existing on the property proposed to be disturbed by public or private improvements, having a diameter of six inches or more as to deciduous trees, and having a height of six feet or more as to coniferous trees.
  - \_\_\_ grading plan with existing and proposed two-foot contours, including an outline of a proposed building pad on new lot(s).
  - \_\_\_ drainage plan, including location and size of pipes and water storage areas.
  - \_\_\_ detailed street and utility locations and sizes.
  - \_\_\_ existing conditions drawing, showing current property lines, rights-of-way, easements, buildings, driveways on the property and on nearby lots, the paved area of adjacent streets, and wetland delineations per state and city standards.
  - \_\_\_ location and size of any proposed outlots, and a conceptual plan (graphically and in writing) for future development.
  - \_\_\_ The surveyor is required to certify that the land surveyed covers the entire parcel(s), and that there are no gaps or overlaps with adjoining parcels.
- \_\_\_ All of the information listed on page 7 of this application titled "Submission requirements for subdivision in the R-1, Single Dwelling Unit District." This page must be signed by, and the information provided by a Registered Land Surveyor.
- \_\_\_ A written statement describing the intended use of the property and why the city should approve your request. For developers, briefly describe your company and any similar projects your company has done.
- \_\_\_ A sign erected nine days prior to initial Planning Commission meeting.
- \_\_\_ Notice of Public Hearing: You are responsible for the notice for the Planning Commission meeting. Please see attached form for reference.



\_\_\_\_ Watershed Permits: It is the responsibility of the applicant to notify the appropriate watershed district for plan review.

### **SUBDIVISION GUIDELINES AND PLAN APPLICATION INFORMATION:**

The City of Edina Planning Department encourages healthy development within the city of Edina. Although this document is meant to serve as a guide for the application process for development through the Planning Department it is by no means comprehensive. The Planning Staff recommend that you schedule a meeting to answer any questions or to discuss issues that may accompany your project. It is much easier to tackle problems early on in the process. The office number for the Planning Staff is (952) 826-0465.

**Application:** Applications are submitted to the Planning Department. Offices are open Monday through Friday, 8 AM to 4:30 PM.\*

**Sign:** A Subdivision Plan sign must be erected on the property at least ten (10) days prior to the initial Planning Commission meeting. Please contact the Planning Department for sign information.

**Meetings and Public Hearings:** Preliminary Plats are first considered by the Planning Commission at their regular monthly meeting (Wednesday prior to the first Tuesday of each month.) The Commission adopts a recommendation which is forwarded to the City Council for consideration. The Council conducts a public hearing, typically two and one-half weeks after the Commission meeting and either approves or disapproves the preliminary plat at that hearing or at a future meeting.

A 3/5ths favorable vote is required for approval. Preliminary Plat approval is often accompanied by conditions which must be satisfied prior to final approval. Following preliminary approval, the applicant's surveyor prepares a final plat which is again submitted to the Council, but not the Commission, for ratification. The surveyor typically requires several weeks to complete the final plat. Any conditions imposed by the City Council at the time of preliminary plat approval must be satisfied prior to final approval. After final approval, the Mayor and City Manager sign the final plat and it is released to the applicant for recording with Hennepin County.

**Notice of Public Hearing:** **It is the responsibility of the applicant** to notify neighbors within 500 feet of the property that the Planning Commission will meet and hold a public hearing regarding the proposed subdivision request. Notice is to be mailed ten (10) days prior to the hearing. The Planning Department Staff can supply you with the list of property owners of record at City Hall for a fee of \$1 per name. Hennepin County can also provide the same list (Residential Subdivisions Only).

Planning Staff will send notice of the City Council hearing to all property owners within 500 feet of the site. Notice will be mailed ten days before the Council hearing.

**Notice to State or County:** According to Minnesota Statutes all proposed plats that include lands abutting on existing or proposed state or county roadways, must be submitted to the Minnesota Commissioner of Transportation or the Hennepin County Engineer, as the case may be, for written comments prior to preliminary plat approval by the City Council. According to law, such proposed plats must be received by the State or the County at least 30 days prior to the City Council granting preliminary plat approval.

\*Application deadline dates are 31 days prior to the Planning Commission meeting or at the discretion of the City Planner.

Due to the meeting schedule of our Planning Commission and City Council, it is apparent that proposed plats should be submitted to the State or County very early in the process in order to avoid unnecessary delays. Thus, we suggest that the applicant should forward his preliminary plat to the State or the County on or before the day the application is submitted to the City. Evidence of submission of the proposed plat to the State or County must be presented to the City.

**Legal Fee:** It is the policy of the City to charge applicants for the actual cost billed by our attorneys for all legal work associated with the application. An itemized bill will be provided which is due and payable within thirty (30) days.

**Subdivision Dedication:** The City requires the dedication of a reasonable percentage of the platted land, or cash in lieu thereof, as a condition to final plat approval. More information can be provided at your request.

**Staff Report:** Staff prepares a report and recommendation and sends it along with the application materials to the Commission in advance of the meeting. All plans, emails and written information are public information, which may be used in the staff report and distributed to the public.

**Recommendations:**

1. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the city to process your application.
2. All plans and written information are public information, which may be used in the staff report and distributed to the public.
3. Subdivision of property may result in certain charges for the connection to the city sewer and water. Please check with the assessing department and inspection department for actual charges
  - a. Assessing Department
    - i. Connection Charges: Charge for use of utilities resulting from omittance from assessment process at time of installation or from creating new lots through development of new plats
    - ii. Consumers Deposit: Charge for sewer/water availability prior to installation of utilities in immediate proximity to structure. This charge may later be credited to the property when utilities are installed in area.
  - b. Inspection Department
    - i. Connection Charge: Charge to plumber for permit for connecting the house to the street line (based on job value)
    - ii. SAC Charge: Sewer Availability Charge. \$850.00 per unit charge to offset the metropolitan sewer charge to the City of Edina.

**Initiation of a Traffic Study:\***

Generally, the following typical development and zoning applications are intended to define the need for traffic studies to be considered by the Transportation Commission.



- A. Development approvals where an increase in trip generation is anticipated:
  - 1. Development where units are needed
  - 2. Development consisting of complete demolition/redevelopment
  - 3. Development of a site (where increasing floor space by more than 10%)
- B. Development or redevelopment is proposed in an area in which there has been a previous identification of a traffic problem, including but not limited to congestion or safety issues.

In cases where certain applications are received that do not necessitate a traffic study, staff will provide a summary to the Transportation Commission of such.

\*please contact the Engineering Department at 952-826-0371 for further information.

## **Definitions**

**Neighborhood:** All lots in the Single Dwelling Unit District as established by Section 850 of the Code that are wholly or partially within 500 feet of the perimeter of the proposed plat or subdivision except:

- 1. Lots used for publicly owned parks, playgrounds, athletic facilities and golf courses
- 2. Lots used for conditional uses as established by Section 850 of the Code
- 3. Lots separated from the proposed plat or subdivision by the right of way of either TH 100 or TH 62

If the neighborhood includes only a part of a lot, then the whole of that lot shall be included in the neighborhood. As to streets on the perimeter of the proposed plat or subdivision, the 500 feet shall be measured from the common line of the street and the proposed plat or subdivision.

**Median:** The value in an ordered set of such values below which and above which there is an equal number of values, or the arithmetic mean of the two middle values if there is no one such middle value.

**Lot Area:** The area within the lot lines exclusive of land located below the ordinary high water elevation of lakes, ponds, and streams.

**Lot Depth:** The horizontal distance between the midpoint of the front lot line and the midpoint of the rear lot line. The greater frontage of a corner lot is its depth and lesser frontage is its width.

**Lot Width:** The horizontal distance between side lot lines measured at right angles to the line establishing the lot depth at a point of 50 feet from the front lot line.

**Lot Width to Perimeter Ratio:** The lot width divided by the perimeter of the lot.

(Form Letter)

**Notice to Property Owners Within 500 Feet of Proposed Subdivision**

**RE:   Name/Address of Proposed Subdivision**  
**Edina, MN**

**To Whom It May Concern:**

This notice is being sent to all single-family property owners within 500 feet of the property proposed for subdivision pursuant to the City Ordinance Number 810. The property proposed for subdivision is located at Property Address, Edina, Minnesota. The Property is legally described as Legal Descriptions.

The proposed subdivision consists of dividing the existing parcel into [Number of Lots] Lots.

The contact person for this subdivision is/are [Name] and can be contacted by [Address, Phone Number and Email address].

The proposal will be considered by the Edina Planning Commission on [Date of Meeting] at 7:00 pm, in the City Hall Council Chambers, 4801 West 50<sup>th</sup> Street.

If you desire more information pertaining to the public hearing schedule or subdivision process please feel free to contact the City of Edina Planning Departments at (952) 826-0369.

Sincerely,

Your Name(s)

***SUBMISSION REQUIREMENTS FOR SUBDIVISION IN THE  
R-1, SINGLE DWELLING UNIT DISTRICT***

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- 1. A map drawn to 100 scale showing all residential lots (R-1) within 500 feet of the subject property and reference numbers; (see definition of Neighborhood in Section 810 of the City Code.)**
- 2. property owners names and addresses of residential lots (R-1) within the "500 foot neighborhood";**
- 3. legal description of all residential lots (R-1) within the "500 foot neighborhood";**
- 4. lot area for each lot ;**
- 5. the mean and median lot area (in square feet) of all lots within the "500 foot neighborhood"**
- 6. the lot width , as defined by Section 850, for each lot;**
- 7. the mean and median lot width, as defined by Section 850, of all lots;**
- 8. the lot depth, as defined by Section 850, for each lot;**
- 9. the mean and median lot depth, as defined by Section 850, of all the lots;**
- 10. all measurements and data shall come from ¼ section maps prepared by the Hennepin County Surveyor.**

**Method of Measurement and Calculation used** \_\_\_\_\_

\_\_\_\_\_.

**I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly registered Land Surveyor under the laws of the State of Minnesota.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Minnesota Registered Land Surveyor License No.** \_\_\_\_\_

**APPLICANT'S STATEMENT**

This application should be processed in my name, and I am the party whom the City should contact about this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other City approvals that have been granted to me for any matter.

I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

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**Applicant's Signature****Date****OWNER'S STATEMENT**

I am the fee title owner of the above described property, and I agree to this application.

(If a corporation or partnership is the fee title holder, attach a resolution authorizing this application on behalf of the board of directors or partnership.)

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**Owner's Signature****Date**

***Note. Both signatures are required (if the owner is different than the applicant) before we can process the application, otherwise it is considered incomplete.***



**Sign Example:**

<b>this property proposed for</b>
<b>SUBDIVISION</b>
<b>By:</b> (insert name and telephone number of Applicant)  <b>for information contact</b> <b>EDINA PLANNING (952) 826-0369</b>

6"

8"

22"

**City of Edina Posted Sign Requirements:**

1. A Rezoning, Subdivision, Conditional Use Permit and Final Development Plan sign is required for all applications. Simultaneous rezoning, subdivision, conditional use permit and/or final development plan requests may be identified on the same sign.
2. One sign is required for each adjacent street right-of-way including freeways. The signs shall be mounted on private property situated to be easily readable from the street. Care should be taken to avoid blocking driver's view or traffic regulatory signs.
3. The signs must be erected at least nine (9) days prior to the initial review of the request by the Planning Commission. The signs must be properly maintained during the entire period of time the request is being considered and must be removed within ten days of the disposition of the request.

The sign(s) copy as illustrated above must be black Helvetica letters on a white background; the words rezoning, subdivision, final development plan and/or conditional use permit must be white Microgramma letters on red background. The sign(s) is to be 36" high X 60" wide.

The sign(s) must be securely mounted on posts designed for that purpose. The sign face must be on Dura-ply plywood or its equivalent or other sturdy smooth material approved by the Planning Department